

Collections Manager

Job Description

The [Delaware Division of Historical and Cultural Affairs](#) (Department of State) seeks an enthusiastic and innovative team member to fill the position of Collections Manager. This position is responsible for the intellectual and physical control over the collections held by the Division. This means overseeing the safety, preservation, maintenance, and documentation of objects held in storage, on exhibit, and on loan. This position includes registrar duties and is engaged in project management, policy development, and community engagement through researcher and exhibition requests. The collections include historical, archeological, art, and architectural objects housed mainly at the new Center for Material Culture in Dover, DE which was opened in 2020.

The Collections Manager is responsible for helping the Division maintain its status as an accredited institution through the American Alliance of Museums, which includes keeping diligent records and doing the continual work of accessing our current collections and coming up with creative solutions as we move forward. They work closely with the Curator of Archeology, Curator of Collections, and the Engagement & Collections Manager on a variety of projects related to acquisitions, preservation, conservation, access and engagement, and loaning. They also contribute to digital outreach efforts like social media and online collections.

The position is located at the Center for Material Culture in Dover, DE with some travel to loaning institutions around the state and mid-Atlantic.

This position is classified as Curator for the State of Delaware.

Job functions

Essential functions are fundamental in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

Care and Stewardship

1. Receive, prepare, and catalog new acquisitions
2. Assess, prepare, and document deaccessions
3. Plan and organize exhibition, loan, and facilities-related movement of objects, including documentation, packing, shipping, and insurance
4. Work with the Engagement & Collections Manager and Business Services Team to maintain optimum insurance coverage for collections and loans

5. Establish, with the Curator of Archeology, Curator of Collections, and Engagement & Collections Manager, object conservation priorities and supervise conservation and preservation efforts
6. Create, maintain, and oversee execution of collections care plan for both collection storage and items on display at Division museums/sites

Access and Outreach

1. Manage the collection database, enhancing catalog records, and creating new ones as needed
2. Assist with engagement with the collections on social media or online exhibitions
3. Assist with the curation of physical exhibitions
4. Assist with the coordination of collections access for study, exhibition, and research
5. Assist with the development and execution and training of museum/site staff in basic collections handling and care

Documentation

1. Coordinate documentation of deeds of gifts, bequests, donations, and abandoned cultural property
2. Assist in the development and maintenance of a disaster plan
3. Assist with the maintenance and updating of the collections management policy and collections development plan for accessions and deaccessions
4. Maintain documentation of supplies, facilities concerns, environmental, and pests

Planning and Administration

1. Oversee work done by consultants, interns, and volunteers on collections-related work
2. Assist in identifying funding opportunities, preparing project proposals, and grant applications on collections-related projects
3. Assist with the team budget in relation to the collections needs
4. Interact with potential donors, loaning institutions, and the Collections Committee members
5. Work cooperatively with others, conduct oneself as a team player and contribute to a positive and inclusive work environment within the division
6. Comply with division and state policies and procedures as applicable
7. Keeps supervisor informed of job-related problems and other information relative to assigned job duties
8. Perform other related duties as apparent or assigned

Knowledge, skills, and abilities:

The listed knowledge, skills and abilities are not exhaustive of the requirements of every position in the class.

1. Knowledge of project management which includes planning, developing, implementing, managing and evaluating projects to ensure objectives are met
2. Knowledge of interpreting laws, rules, regulations, standards, policies, and procedures
3. Knowledge of grant writing
4. Knowledge of the principles, practices and theory of cultural conservation

5. Ability to communicate effectively with peoples of various ages and cultural backgrounds/knowledge levels

Position requirements:

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of a bachelor's degree or higher in Cultural or Historical Studies or related field
2. Six months experience in museum practices such as collection management, research, exhibit design, management and handling of collections, preservation or maintenance of historic buildings, conducting museum educational programs or tours
3. Six months experience in cultural or historical research which includes analyzing objects/artifacts and compiling documentary summaries which provide historical contexts for exhibits, programs, tours, historical sites, and artifacts

Delaware Division of Historical and Cultural Affairs

The Division of Historical and Cultural Affairs serves Delaware residents and visitors by identifying, preserving, and interpreting Delaware history. Our activities foster strong communities, engaged citizens, economic vitality, and a deeper understanding of Delaware's role in world history. We do this in public trust for current and future generations.

The Division of Historical and Cultural Affairs is a trustworthy, ethical, and reliable partner with organizations, agencies, and individuals with whom we have common goals. The division's vision is to actively engage our audiences in learning and to understand how Delaware history is meaningful to their lives. We seek to actively engage our audiences through exploring a diversity of historical and cultural perspectives to inform and influence decisions about the future. We want our audiences to feel welcomed, valued, and encouraged to question and explore.

Please see the Division's Statement on Race and Equity at <https://history.delaware.gov/about-agency/>

The position is a full-time State of Delaware position based at the Delaware Center for Material Culture in Dover, Delaware with a [comprehensive state benefit package](#).

The base salary for this position starts at \$ 42,320.00

Closing date: 2/27/23

All applications must be made through the [Delaware Employment Link](#)